

**Delaware Women's Hall of Fame Committee Meeting
Office of Women's Advancement & Advocacy
State of Delaware, Department of Human Resources**

Haslet Building
122 Martin Luther King Jr., South,
Dover, DE 19901
Friday, May 4, 2018
11:00 am to 12:30pm

Carvel State Office Building
820 N. French Street, 10th Floor
Wilmington, DE 19801
(Via Videoconferencing)

Attendees:

Patricia Bakerian
Nancy W. Cook
*D. Kay Keenan-Wilmington Videoconference
Jackie Griffith
Theresa Del Tufo
Melanie Ross Levin-Wilmington Videoconference
Shaleah Sutton-Wilmington Videoconference
Carling Ryan-Wilmington Videoconference
Hona Heroon
*Chairperson

DRAFT MINUTES

Call to Order & Welcome to Outside Guest

The meeting was called to order by Kay Keenan at 11:00am. Kay Keenan thanked everyone for being there. Kay asked Jackie to introduce her guest. Jackie introduced Hona Heroon to the committee. She is interested in working with the committee. Carling Ryan and Shaleah Sutton is introduced to the committee and explained the duties of each person in the Office of Women Advancement and Advocacy

Approval of Minutes from 4/6/2018 Meeting

Kay Keenan asked for a motion to approve last month's meeting minutes. A motion to approve was made by Jackie Griffith, and was seconded by Tes Del Tufo. All in Favor None opposed.

Clarification of Bylaws Questions and Approval of Revisions from January Meeting

The committee talked about edits for the By-laws. Melanie will send e-mail with marks up on By-Laws to the committee and they will approve the By-Laws at the next meeting.

Number of Applications Received to Date

There are five applications for nominations to the Hall of Fame. Flyers, legislative newsletter, and posters have been sent out to minority groups and groups like Fund for Women. The Office for Women's Advancement and Advocacy and the Governor's Office have been advertising on social media. Advertising should continue until the closing date of May 15th. The committee will see how many applications are received before deciding how many women to induct. It will still be 3 or 4.

Individual Review Process and Updated Rubric Return of Ranked Scores to Melanie

The review process was discussed by the committee. The closing date for applications is May 15, 2018. The nomination packages will be sent to all members of the Hall of Fame Committee on May 16, 2018. The committee members will be electronically sent a scoring grid along with a rubric by Stella Harrison. The Hall of Fame Committee will send the scoring grid along with the rubric back to the Office of Women's Advancement and Advocacy. The Office of Women's Advancement and Advocacy will put the scores together and the committee will vote on nominees. If a committee member does not send back grid or rubric, then Hall of Fame Member will not be allowed to vote. The committee discussed vacancies on the Hall of Fame Committee. The committee discussed new members being added to the committee.

Expectations for our next meeting

The next meeting will be in Dover and everyone shall attend the meeting in Dover in person. The meeting will be for 3 hours to vote on nominations.

Venue Update

The venue is secured with 1/3 of the ballroom reserved. There is an agreement to get 2/3 of the ballroom and if Dover Downs need to use the space, they will let Melanie know. Melanie will also handle the food menu for the Hall of Fame event.

Sponsorship Update

There are three copies of sponsorship with different levels where companies can sponsor Hall of Fame event. Shaleah talks to the committee about the different sponsorship ideas. The controller has to sign off on sponsorship amounts. Once the controller signs off on the sponsorship, the committee will get the approval to put out information to the public. The committee agreed that everyone including past Hall of Fame Members will pay for a ticket to the event. The committee discussed providing name tags to Hall of Fame Inductees.

Public Comment and Final Thoughts

Hona Heroon made comment to say that the Hall of Fame Committee is a great cause and the Hall of Fame Committee is doing a great job.

Motion to Adjourn

Kay Kennan motioned to adjourn

Tes Del Tufo second

None opposed all approved.

Next Meeting: June 4, 2018 2:00p-5:00pm